

AMES LABORATORY

SCIENCE BOWL VOLUNTEER WEB FORM PRIVACY IMPACT ASSESSMENT

▣ **What information will be collected (nature and source)?**

The following pieces of personal information will be collected: name, campus address, phone, e-mail, and area of expertise.

▣ **Why is the information being collected and who is affected by the collection of this data?**

This information is being collected as part of the registration process for Science Bowl volunteers; the volunteers are the only parties affected by this information collection procedure.

▣ **What is the intended use of the information collected? Will the information collected be used for any other purpose other than the one intended?**

The collected information will be used to contact volunteers with updates and information regarding Science Bowl and to help place volunteers in positions appropriate to their areas of expertise.

▣ **With whom will the collected information be shared?**

The Science Bowl Volunteer Coordinator will collect the information and it will not be shared with anyone else.

▣ **What opportunities do individuals have (if any) to decline to provide information? What notice or opportunities for consent are provided to individuals regarding what information is collected, and how that information is shared?**

A link to this document will be provided on the web form and alternative instructions for registration will be given to those who do not wish to provide the requested information.

Individuals may refuse to fill out the electronic form and choose instead to submit a paper version or simply not volunteer. This document is provided as notice regarding the scope and use of provided information; no other options than those listed here are available.

□ **Does this program create a new system of records under the Privacy Act?**
No, this system replaces an older paper-based system of records with an electronic version.

□ **How will the information be secured against unauthorized use? (What technological mechanism will be used to ensure security against hackers or malicious intent?)**

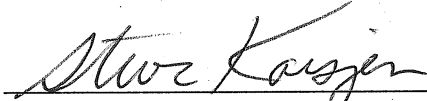
The information will be stored on an access-restricted server and permission controls will be used to ensure that only the Science Bowl Volunteer Coordinator and required technical personnel have access (ie. for backup purposes).

□ **Will the staff working with the data have appropriate training and security clearances to handle the sensitivity of the information?**

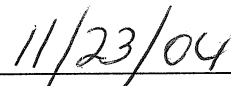
Yes, none of the collected information is sensitive in nature.

□ **Will the information be retained and if so, for what period of time?**

This information is retained indefinitely and updated annually.



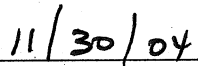
Signature - Conducted Privacy Impact Assessment



Date



Chief Information Officer



Date